

JMD Training and Consultancy
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May 2019 Newsletter

Our news

Easter may be over but we have two Bank Holidays to look forward to in May and some people may be taking all of the last week in May off as it is also school holidays. Let's hope the weather will be as good as it was over the Easter break.

Are you an organisation affected by the new **Making Tax Digital** rules? If so, we can help by offering personalised training in [Xero](#), [QuickBooks](#) and [Sage](#), sitting with you in your office, looking at your accounts. I have always done my accounts in Excel - you can get a free add-on if you prefer to still go down that route. And if you need some [Excel training](#), of course, we can offer that too!

We are getting plenty of requests for making the most out of **Office 365** - some organisations just need advice on saving files to **OneDrive** and collaborating on files and learning about the new features in the general Microsoft Office packages, whilst others want to take advantage of the **Teams** app and **SharePoint**. We offer [Office 365 upgrade training](#) and [SharePoint training](#) geared to your organisation as we realise that one size doesn't fit all.

We are also asked for [Outlook training](#) as people realise that they are not using the package to its full potential and that they could save themselves a lot of time if they were!

Remember that we **come to you - training is delivered at YOUR site and can all be tailored to YOUR needs, even using YOUR files if required.**

We are proud of our experience and authority in training and consulting in IT packages and personal development skills. For a full list of our courses, visit <http://www.jmdtraining.co.uk>.

y jdonbavan

If Only I'd Known That Blog

If only I had £50 for every time someone says to me during a training session ‘If only I’d known that last week...’ So, I have set up a blog with some of the answers that have proved very useful to people. You can see this at <http://ifonlyidknowthat.wordpress.com/>

For example:

Microsoft Word – fitting document on one page for printing

Posted on [April 9, 2019](#) by [jdonbavand](#)

Last week, I was asked how to get a Word document to just fit one page. It is not obvious!

What you need to do is go to **File – Options – Quick Access Toolbar**.

From the dropdown at the **Choose commands from** box, select **All Commands**.

Scroll down in the section below until you get to **Shrink One Page**. Click **Add**. Click **OK**.

The **Shrink One Page**  button will then be added to your **Quick Access Toolbar**.

Next time, you want a document to fit on one page, click on the button and it will do it for you.

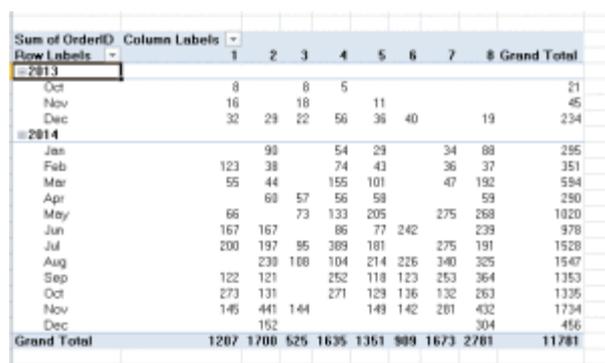
Hope this helps.

Find out more about our [Microsoft Word training](#) in the London area.

Microsoft Excel – showing field names as headings rather than “Row labels” in Pivot tables

Posted on [February 25, 2015](#) by [jdonbavand](#)

In Microsoft Excel, by default if you create a pivot table, instead of showing the field names, it will say row labels and column labels.



Sum of OrderID	Column Labels									
Row Labels	1	2	3	4	5	6	7	# Grand Total		
2013										
Oct	8		8	5				21		
Nov	16		18		11			45		
Dec	32	29	22	56	36	40		234		
2014										
Jan		90		54	29		34	88	285	
Feb		123	38		74	43		36	37	351
Mar		55	44		155	101		47	192	594
Apr			60	57	56	58			59	280
May		66		73	133	205		275	268	1020
Jun		167	167		86	77	242		239	978
Jul		200	197	85	389	181		275	191	1528
Aug			230	108	104	214	226	340	325	1547
Sep		122	121		252	118	123	253	364	1353
Oct		273	131		271	129	136	132	263	1335
Nov		145	441	144		149	142	201	432	1734
Dec			152						304	456
Grand Total		1207	1700	525	1635	1351	909	1673	2781	11781

To see the field names instead, click on the **Pivot Table Tools Design** tab, then in the **Layout** group, click the **Report Layout** dropdown and select either **Show in Outline Form** or **Show in Tabular form**. The relevant labels will then be displayed.

Sum of OrderID	Product Code	1	2	3
Years	OrderDate			
2013				
	Oct	8		8
	Nov	16		18
	Dec	32	29	22
2014				
	Jan		90	
	Feb	123	38	
	Mar	55	44	
	Apr		60	57
	May	68		73
	Jun	167	167	
	Jul	208	197	95
	Aug		230	108
	Sep	122	121	
	Oct	273	131	
	Nov	145	441	144
	Dec		152	
Grand Total		1207	1700	525

Find out more about our [Excel training London](#).

Minute Taking

What to Record

Whether you are using shorthand, longhand, or a computer, remember that the minutes are an objective summation of what actually occurred.

Pay close attention to the discussion. You will find it helpful if you know why a topic is being discussed.

Is the group's purpose simply to obtain information, or is its aim to eventually reach a decision? If this is the case, your notes should be progressive.

If the purpose is to solve a controversial problem, you should have a number of pros and cons recorded.

Never inject your own personal bias or give one person's comments more weight than another's.

Find out more in our [Minute Taking training](#) courses.

Maybe 2019 will be the year you decide to upgrade to **Microsoft Office 2016** or **Microsoft Office 365**! If so, we provide upgrade training, workshops and floorwalking to enable your staff to quickly get up-to-speed and ensure no loss of productivity.

We offer [Microsoft Office 2016 upgrade workshops](#) and [Microsoft Office 365 upgrade workshops and floorwalking](#).

If you would like a free guide on the major changes between Office 2010 and Office 2016 and insight into the new features available in Microsoft Office 2016, please contact us at info@jmdtraining.co.uk and we will be happy to send you a pdf version of this guide.

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